

**Subject:** FW: 3 West Activation Planning

**Location:** 202

**Start:** 1/28/2011 10:00 AM

**End:** 1/28/2011 11:00 AM

**Show Time As:** Busy

**Recurrence:** (none)

**Meeting Status:** Accepted

**Organizer:** Caloggero, Dina (DPH)

**Required Attendees:** Caloggero, Dina (DPH); 'Nickerson.John@umassmed.edu'; DPH-CDC-CMiller;  
Han, Linda (DPH); Connolly, Grace (DPH)

**Resources:** 202

**When:** Friday, January 28, 2011 10:00 AM-11:00 AM (GMT-05:00) Eastern Time (US & Canada).

**Where:** 202

**Note:** The GMT offset above does not reflect daylight saving time adjustments.

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I haven't heard back from either of you on if you can attend this meeting. It is important we meet quickly to go over how the doors will be activated.

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**From:** Caloggero, Dina (DPH)  
**Sent:** Friday, January 21, 2011 4:00 PM  
**To:** Caloggero, Dina (DPH); Han, Linda (DPH); Nassif, Julianne (DPH); Nawn, Kathleen (DPH); O'Brien, Elisabeth (DPH); DPH-CDC-JNickerson; DPH-CDC-CMiller  
**Subject:** 3 West Activation Planning  
**When:** Friday, January 28, 2011 10:00 AM-11:00 AM (GMT-05:00) Eastern Time (US & Canada).  
**Where:** 202

Hi Everyone,

Julie submitted the list of staff that will need access to the 3 West doors. In addition to this list, there are some additional tasks that need to be completed before the doors can be activated. Attached are two documents that Kathy developed to assist in planning the activation. The 3 West personnel spreadsheet identifies some of the tasks that need to be completed and a list of staff that need to be activated. Also attached is a modified version of the sign in sheet the officers use when they sign in at the front desk.

John and Chuck,

I don't have access to your calendars. If this meeting time is a problem, please call me back or send me a list of other times you are available.

Thanks...Dina